

DEPARTMENT OF THE NAVY  
NAVAL AIR STATION WHIDBEY ISLAND  
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 5090.9A  
N44:Ss  
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NASWHIDBEY INSTRUCTION 5090.9A

Subj: SOLID WASTE MANAGEMENT AND RESOURCE RECOVERY PROGRAM

Ref: (a) OPNAVINST 5090.1B  
(b) CINCPACFLTINST 5090.1B  
(c) Washington Administrative Code (WAC) 173-304  
(d) NAVHOSPOAKHARBOR/NASWHIDBEYINST 6240.2J  
(e) NAS Whidbey Island Solid Waste Management Plan (SWMP)  
(f) Resource Conservation and Recovery Act (RCRA)  
(g) Interim Department of the Navy Affirmative Procurement Program

1. Purpose. To publish requirements for solid waste management and implement policies, regulations and instructions contained in references (a) through (c), consistent with reference (d). This instruction is not a reiteration of references (a) and (b), but amplifies their requirements to describe specific policies and regulations applicable to Naval Air Station (NAS) Whidbey Island, implements site-specific programs, plans, and conditions mandated by regulations, delineates responsibilities, and provides guidance to commands and tenants. Reference (c) requires NAS Whidbey Island define its solid waste management in a comprehensive planning document. By reference, this instruction implements reference (e) to meet Washington State regulations. This instruction establishes a Qualified Recycling Program (QRP) and an affirmative procurement program to achieve pollution prevention goals, manage solid waste costs, and support efforts to stimulate demand for items made from recovered materials.

2. Cancellation. NASWHIDBEYINST 5090.9 and NASWHIDBEYINST 11350.1D

3. Scope. These regulations apply to all NAS Whidbey Island activities, including tenant commands and housing residents.

4. Policy

a. NAS Whidbey Island pollution prevention priorities are to reduce the generation of waste, recycle waste materials, and treat waste that is not recycled so it is rendered usable. All units, departments, commands and housing residents are required to participate in and support programs to achieve the station

goals to reduce, reuse, recycle and treat solid waste in accordance with the pollution prevention priorities.

b. Federal and state regulations described in references (a) and (c) require proper management of solid waste by the generator of the waste, and prohibit improper disposal. Only waste generated on-station may be disposed in dumpsters or compactors. Bringing refuse onto the station and depositing it into dumpsters, compactors, or any other receptacle is prohibited. Depositing waste at other locations, including onto the ground or into waters and sewers, is illegal disposal in violation of reference (f).

c. Financial success of resource recovery programs depends on market demand for recovered materials. Affirmative procurement is the purchase of items made with recovered materials. All organizations at NAS Whidbey Island are to review policies, plans, instructions, and guidance published by the Department of the Navy regarding affirmative procurement, and cooperate with the station in meeting requirements.

5. Solid Waste Management Plan. The SWMP is the overall planning document for solid waste management and meets regulatory requirements of reference (c). It describes solid waste management structure and responsibilities, goals and strategies, reporting and record keeping, and education and awareness activities. The SWMP also makes recommendations for enhancing the management system.

6. Qualified Recycling Program. NAS Whidbey Island operates a QRP in accordance with reference (a). The Environmental Affairs Department is designated as the managing activity for the NAS Whidbey Island QRP. The QRP provides for the sale of installation-generated recyclable material purchased with appropriated funds and QRP allows NAS Whidbey Island to retain the sales revenues of scrap and other recycled materials.

7. Affirmative Procurement Program. Affirmative procurement is a purchasing program to stimulate the demand for items made with recovered materials. The U.S. Environmental Protection Agency (EPA) has designated items made with or which can be made with recovered materials. The NAS Whidbey Island affirmative procurement program provides internal and external promotion of the purchase of EPA-designated items, and monitors progress in carrying out affirmative procurement requirements, as required by references (a) and (g).

## 8. Responsibilities

a. Solid Waste and Recycling Planning Board (SWRPB). The SWRPB serves to coordinate the solid waste and resource recovery program.

(1) The SWRPB duties are:

(a) Establish solid waste management goals in compliance with federal, state and local regulations, and to achieve the goals established by the Navy and Department of Defense.

(b) Act as forum to review proposed policies and procedures to achieve goals, and recommend proposals or changes to the Commanding Officer.

(c) Review progress in achieving solid waste management goals.

(d) Recommend to the Commanding Officer projects to be funded by sales proceeds per reference (a).

(2) The SWRPB members are:

(a) Executive Officer, Chairman

(b) Environmental Affairs Director

(c) Solid Waste and Resource Recovery Manager

(d) Public Works Officer

(e) Command Master Chief

(f) Morale, Welfare and Recreation (MWR) Director

(g) Housing Director

(3) The SWRPB establishes the frequency of board meetings, but shall meet at least quarterly.

b. Recycle Advisory Committee (RAC). The RAC shall meet quarterly as a forum for disseminating procedures, policies and information on solid waste management, affirmative procurement, and recycling to individual commands. Members of the RAC are:

(1) Recycling Military Liaison

(2) Command Recycling Coordinators

c. Environmental Affairs Director shall:

(1) Manage the solid waste program, including planning, operations, records management, reporting, fiscal accountability, and compliance.

(2) Develop, update, and implement the NAS Whidbey Island SWMP.

(3) Manage the QRP.

(4) Coordinate duties assigned to the host installation for developing and implementing an affirmative procurement program.

(5) In coordination with the Public Works Department, establish procedures to minimize the deposit of designated materials such as scrap metal, wood, hazardous materials, recyclable materials, or large quantities of compost materials into the solid waste transfer station for shipment to the regional landfill.

d. Public Works Officer shall:

(1) Provide contract services for solid waste collection, storage, transport and disposal in accordance with references (a) through (f), standard operating procedures, and policies set forth by the SWRPB.

(2) Provide collection and delivery of scrap metal containers in accordance with standard operating procedures, and provide cleanup and proper handling of hazardous or specially controlled wastes delivered with the scrap metal.

(3) Collect solid waste data related to services for input to station and regional reports, to evaluate processes, assist in devising cost savings, and carry out pollution prevention.

e. Contracting Officers and Procurement Personnel shall:

(1) Ensure all contracts include clauses or provisions that:

(a) Require contractors to comply with federal, state and local solid waste regulations. NAS Whidbey Island is the

designated waste generator for all its facilities and is required to ensure compliance.

(b) Require contractors properly dispose of solid waste off the station and Whidbey Island unless otherwise coordinated with the Environmental Affairs Department. NAS Whidbey Island and Island County have agreed that no waste generated at the station, including contractor-generated waste, will be disposed of at Island County facilities.

(c) Provide for recycling of solid waste. Per reference (a), all Construction and Demolition (C&D) contracts include submission of a Construction Waste Management Plan for C&D debris.

(d) To the maximum extent practicable, require deliverables that meet the affirmative procurement guidelines for recycled material content.

(e) Require contractors provide the government with appropriate records to demonstrate solid waste compliance, such as disposal records and waste determinations.

(f) Direct the contractor to collect and submit solid waste, recycling and affirmative procurement data to the government as required for input to reports, to demonstrate progress in achieving pollution prevention goals, to improve processes, and to reduce costs.

(2) Provide timely notice to the Environmental Affairs Department of upcoming contract preparations or changes that involve solid waste management, or are subject to affirmative procurement requirements. Coordinate with the Public Works and Environmental Affairs Department for review and approval of contract specifications.

(3) Provide contract management and oversight to ensure requirements for solid waste management, recycling, and affirmative procurement are met. Promptly notify the Environmental Affairs Department of any noncompliance with solid waste or affirmative procurement requirements.

(4) Forward contract submittals and data to the Environmental Affairs Department as required to demonstrate compliance with regulations and progress in achieving solid waste and affirmative procurement goals, and to prepare reports or respond to requests for data.

f. Commanding Officers/Officers in Charge/Department Heads shall:

(1) Establish solid waste and recycling procedures to implement this instruction and in accordance with published guidance and NAS Whidbey Island standard operating procedures for waste handling, storage, and disposal.

(2) Designate a recycling coordinator to assist in the implementation of command/department recycling, solid waste and affirmative procurement programs.

(3) Provide instruction and guidance to personnel to ensure the proper segregation and processing of solid waste and recyclable material.

(4) Cooperate with station efforts to reduce, reuse, recycle, and treat waste, and carry out affirmative procurement.

g. All Hands shall:

(1) Properly dispose of non-recyclable solid waste in assigned refuse containers.

(2) Segregate recyclable materials into appropriate recycling containers.

(3) Ensure recycling containers are free of trash.

(4) Place no hazardous material or waste in any refuse or recycling receptacle.

(5) Place only scrap metal in numbered orange dumpsters located adjacent to assigned spaces.

/s/  
L. G. SALTER

Distribution:  
NASWHIDBEYINST 5215.2FF  
Lists A through G